



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

Business Name:	Certification Number:
Name of Individual Completing this Form:	County:

### Section B. Receiving – Incoming Organic Products and Ingredients

[NOS 205.103, 205.270, 205.272]

☐ Not Applicable – No organic products are handled or stored (e.g. Brokerage and Marketing Companies)

1. How are organic crops, products, and ingredients received at your facility? Check all that apply.

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Burlap bags  | <input type="checkbox"/> Bins             | <input type="checkbox"/> Wholesale boxes |
| <input type="checkbox"/> Bulk trailer | <input type="checkbox"/> Totes            | <input type="checkbox"/> Retail packages |
| <input type="checkbox"/> Drums        | <input type="checkbox"/> Other (specify): |  |

2. What receiving/shipping documents accompany incoming organic products? Check all that apply.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Organic certificate     | <input type="checkbox"/> Clean truck/equipment affidavits | <input type="checkbox"/> Certificates of analysis |
| <input type="checkbox"/> Transaction certificate | <input type="checkbox"/> Invoice                          | <input type="checkbox"/> Contracts                |
| <input type="checkbox"/> Bill of lading          | <input type="checkbox"/> Purchase order                   | <input type="checkbox"/> Other (specify):         |
| <input type="checkbox"/> Field ticket            | <input type="checkbox"/> Scale ticket                     |   |

3. How are organic crops, products and ingredients distinguished from non-organic products on receiving documents?

1. Is an internal lot code assigned at the time of receipt of organic crops or products? ☐ Yes ☐ No

1a. If “Yes,” describe the lot code system.

2. Describe how your company ensures incoming organic crops, products, and ingredients are protected from contamination of prohibited substances and commingling with non-organic products.



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3. Are incoming organic products or ingredients stored before processing or packaging? ☐ Yes ☐ No

3a. If “Yes,” complete the table below with the details regarding storage of incoming products and ingredients.

Incoming organic product or ingredient	Location and name of storage area	Type and capacity of storage	Is area dedicated to organic products only?
<i>Apples</i>	<i>Room 1, 2, 6</i>	<i>Controlled Atmosphere, 1000 bins</i>	<i>yes</i>
1.			
2.			
3.			
4.			
5.			